

NFAC #3464-79  
3 July 1979

MEMORANDUM FOR: Director, Political Analysis  
Director, Economic Research  
Director, Geographic and Cartographic Research  
Director, Scientific Intelligence  
Director, Strategic Research  
Director, Weapons Intelligence  
Director, Imagery Analysis

FROM : Executive Secretary  
NFAC Production Board

SUBJECT : Questionnaire on Research Planning and Review Process  
In NFAC

Your answers to this questionnaire will give NFAC management a better understanding of how research and production programs are formulated and monitored by the production offices. Try to limit answers to a few paragraphs that describe the process without getting into excessive detail. If the questions do not address points you think are important, feel free to add them. Please send me your response by cob, 12 July.

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1. Do you have established policies and procedures for the initiation, approval, and periodic review of research and production activities in your office? Are they spelled out in a directive or other written instruction? (If so, attach a copy and skip any of the following questions that it covers.)

2. Explain the various ways in which research topics originate in your office and indicate which ones predominate. Summarize the main external pressures and requirements that influence your choice of research topics. Include your assessment of the impact of the NITs and NIO programs.

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3. Describe briefly the process in your Office by which research proposals are considered and approved. For what period of time ahead do you plan specific projects? How often do you review, revise, and reissue your plans?
4. Do you issue a periodic compilation of your ongoing and planned research activities? (If so, attach a copy.) To whom does it go? Do you ask for feedback? Do you get it?
5. To what extent do you coordinate your research plans with other offices? With other intelligence organizations? With consumers? How?
6. How do you monitor the progress of ongoing research activities? Is it done by organizational component? By issue? Describe process briefly.
7. Do you keep track of analyst time and other resources committed to research projects? How? Do you maintain overall statistics on how your analysts' time is used (e.g., research, current intelligence, policy support, NIE support, etc.)? (If so, attach example.)
8. Explain briefly your procedures for coordination and substantive review of drafts for publication. Indicate how many levels of review are usually involved and who gives final approval. Explain differences between handling of formal publications and handling of typescript memos.
9. Characterize your office's editorial processing.
10. Describe your procedures for disseminating your products. Do you maintain standard dissemination lists? (If so, attach samples.) How are dissemination lists drawn up? Who approves them?

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Bruce C. Clarke, Jr.

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